

Massachusetts Commission on LGBTQ Youth  
Safe Schools Program for LGBTQ Students  
Service Description

**Service Title:**

GSA Network Management

**Number of Hours/Week and Compensation:**

Consultant position; expectation of approximately 25-35 hours per week; services to be delivered mainly at the Department of Elementary and Secondary Education headquarters in Malden and in schools across Massachusetts; compensation negotiable based on experience.

**Length of contract:**

Consultant expected to work the remainder of this fiscal year (March – June 2014), with possibility of contract renewal for following fiscal year (pending budgetary approval)

**The Massachusetts Commission on Lesbian, Gay, Bisexual, Transgender, Queer and Questioning (LGBTQ) Youth** is established by law as an independent agency of the Commonwealth with one core mission: to recommend and advocate to all branches of state government effective policies, programs, and resources for LGBTQ youth to thrive. As part of its mission, the Commission, in collaboration with **the Massachusetts Department of Elementary and Secondary Education (ESE)**, is responsible for **the Safe Schools Program for LGBTQ Students** and the **Massachusetts Gender and Sexuality Alliance (GSA) Network**. Through the GSA Network, student leaders and adult advisors across the Commonwealth meet regionally and statewide, and participate in an annual statewide GSA Student Leadership Summit, where they network, collaborate, and develop the skills needed to improve school climate. GSA Network Management consists of maintaining the GSA Network and establishing a strong relationship between the Safe Schools Program and ESE, as well as with community partners. This consultant position is based out of the ESE office in Malden, and works under the direction of the Director of the Safe Schools Program.

**Services Required:**

This consultant works with the Director of the Safe Schools Program and other staff to implement a range of activities supporting LGBTQ students.

*GSA Network:*

- Supervise and provide support to a statewide network of school-based Gender and Sexuality Alliances, including a State GSA Leadership Council and five Regional Councils
- Plan and coordinate a three-day GSA Student Leadership Summit for 50+ student leaders from across the Commonwealth
- Assist in planning and conducting bimonthly regional GSA Leadership Council meetings and bimonthly State GSA Leadership Council meetings
- Oversee communication and social networking systems for state and regional networks of GSAs
- Collaborate with LGBTQ community partners
- Assist in ongoing assessment of state and regional councils' progress and provide assistance as needed

*Training and Technical Assistance:*

- Provide training and technical assistance to schools on issues related to school climate

- Represent Safe Schools Program at community events and conferences

*Program Administration:*

- Create and maintain database of GSAs, GSA advisors, and student leaders
- Maintain Safe Schools-related websites, social media, and databases
- Attend staff meetings and related events with the Massachusetts Commission on LGBTQ Youth
- Supervise the Safe Schools AmeriCorps Fellow
- Provide administrative support to Safe Schools Program for LGBTQ Students
- Other duties as assigned related to the GSA Network and the Safe Schools Program for LGBTQ Students

**Required Skills:**

- Bachelor's Degree or equivalent professional work experience
- Working knowledge of homophobia and transphobia in schools
- Experience working in middle and/or high schools
- Experience working with GSAs and/or LGBTQ students
- Knowledge of and experience with youth-led, adult-advised programs
- Experience in facilitation and presentation
- Ability to work collaboratively as part of a team, be diplomatic, and problem-solve
- Ability to work independently and be self-motivated
- Knowledge of and experience with social media such as Facebook and Twitter and their uses in community organizing
- Weekend and evening availability
- Highly organized with strong attention to detail
- Valid driver's license
- Willingness and ability to travel within Massachusetts
- Fluency in using Microsoft Office, including Powerpoint

**To Apply:** Send a cover letter and resume to Commission Coordinator Hannah Hussey at [Hannah.hussey@state.ma.us](mailto:Hannah.hussey@state.ma.us) no later than February 21, 2014. Please include the names and contact information for three references. You also have the option to include reference letters from these individuals in your offer for services, in which case we request that you submit them at the same time as your resume.